This tour is intended for patrons who have little or no familiarity with the Law Library or the process of legal research.

As you listen to the tour, if you are unable to find a particular location or would like additional information, please ask for assistance at the reference desk.

Also please note that the library collection is constantly being improved. As a result, the location of certain resources may change. If any changes have occurred since the time this tour was recorded, an errata sheet with the changes will be attached to the front of this handout.

Allow at least twenty minutes to complete this tour.

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### Track 1
**Introduction**

### Track 2
**General Library Information**
- Layout of the library
- Emergency exits
- Cell phone policy
- Food and drink policy

### Track 3
**Location 1** – Circulation Desk, Sub-2 Core
- Hours
- General circulation policy
- Circulation services
  - Check out materials to a study carrel
  - Access closed reserves
  - Apply for a study carrel
  - Access the microfiche collection
  - Search and recall books
  - Troubleshoot problems with copy and microform machines

**Location 2** – Reserves & Microform Readers
- Microform readers
- Reserves collection
- Group Study Rooms; S-215, S-217, and S-221

**Location 3** – Federal Materials
- Supreme Court and federal reporters
- United States Code and annotated codes
- Federal Register and Code of Federal Regulations

**Location 4** – CALR Room, Copy and Printer Room
- Computer Assisted Legal Research (CALR), Room S-236
- Lexis and Westlaw access
- Lexis printer
- Library copier/printer/scanner

**Location 5** – Michigan and Other State Materials
- State statutes
- Court reports and digests
- Other primary material
| Track 4 | **Location 6** – Entrance and Reference Desk – Sub – 1 Core  
| Entrance Station  
| Reference desk services  
| Staffed by professional reference librarians and student assistants  
| Hours |

| Location 7 – Reference Area Computers, Reference Collection  
| Computers and printer  
| Reference Collection:  
| Restatements  
| Encyclopedias  
| Other primary and secondary resources |

| Location 8 – Rare Book Room and Library of Congress Collection  
| Jackier Rare Book Room  
| Display of Faculty Publications  
| Avern Cohn Law Fiction Collection  
| Beginning of books and treatises on all subjects with LC (Library of Congress) call numbers  
| S-180; Law Library Administration Office  
| Lost and found |

| Track 5 | **Location 9** – Sub-3 Core  
| Student Journal Offices |

| Location 10 – Compact Moveable Shelving  
| Journals and Retro Collections |

| Location 11 – Computer Lab  
| PC and Mac  
| Law students only  
| Printer/scanner |

| Track 6 | **Conclusion** |
University of Michigan Law Library
Smith Addition

Sub-2

1. Circulation Desk
2. Reserve Area
3. Federal Materials
4. CALR Room
5. State Materials

North Wing

West Wing

N

Fire Exit
University of Michigan Law Library
Smith Addition
Sub-1

6 Reference Desk

7 Reference Area Computers, Reference Collection

8 Rare Book Room, Library of Congress Collection, Faculty Publications Display
University of Michigan Law Library
Smith Addition

Sub-3

9 Core
10 Compact Shelving
11 Computer Lab

North Wing

West Wing

N